



Administrative Health Officer

FULL TIME – Salary – Exempt

District Health Department No. 4 is a dedicated and passionate team that provides leadership in promoting environmental and personal health through health promotion, disease prevention and detection, education, and regulation. Our vision is in creating a healthier community and environment for all.

General Summary:

The Health Officer is the chief administrative officer for the District Health Department, responsible to the Board of Health for all matters pertaining to public health, and for providing necessary assessment and assurance activities related to the health needs of the community. Working in collaboration with the Board of Health and Medical Director, the Administrative Health Officer manages the overall organization and operation of the Agency. Ensures compliant and effective enforcement of public health laws and regulations and achievement of established standards and best practices. Provides leadership of public health programs and administrative direction for staff. Collaborates with the Medical Director to ensure that all health care practices, procedures, and protocols conform to current standards of medical practice. Serves as a liaison between the Agency, the public, and community partners.

Essential Duties:

1. Practices and supports visionary leadership. Works with the Board of Health, staff, and other stakeholders to develop, articulate, and share the vision for public health and the agency.
2. Directs the design, development, and implementation of policies, procedures, and programs to prevent disease and disability and promote the health of individuals, families, and the community.
3. Enforces local, state, and federal regulations pertaining to public health code and communicates all such actions with the Board of Health.
4. Provides executive leadership to, and is responsible for, the overall fiscal and operational management of the agency. Works closely with Division Directors to develop and monitor a fiscally sound annual budget. Identifies and pursues funding from public and private foundation sources to address public health priorities.
5. Develops and sustains effective community partnerships with local and municipal policy makers and executive staff, health and social service agency leaders, business leaders, educational leaders, and others in order to advance the strategic objectives of the Agency. Represents the agency at local, state, and national meetings and within organizations relevant to community and public health.



6. Identifies and assesses health care and health education needs of current and unserved client populations and develops plans to extend services to unserved and under-served populations. Promotes the use of effective public health practices among other agencies. Identifies and interprets emergency trends in public health and provides information, analysis, and general guidance to the Board of Health, stakeholders, and community partners.
7. Communicates regularly with the Board of Health, directors, staff, community partners, and the public through in person meetings, community forums, social media, and written reports about significant trends and events of importance to the agency and the public. Drafts and reviews local public health regulations as required by Public Health Code.
8. Leads the agency through local emergency or outbreak response by activating and mobilizing emergency preparedness plans. In conjunction with the Medical Director, serves as the communicable disease expert. Educates and supports emergency responses for community partnerships with hospitals, clinicians, colleges, schools, businesses, community-based organizations, and volunteer groups.

Non-essential Functions:

1. Leads the organization to achieve and maintain state and/or national accreditation.
2. Provides on-call availability 24 hours a day, 7 days a week, 365 days a year, or makes arrangements for appropriately qualified coverage.
3. Exemplifies, supports, and promotes the agency's mission, vision, and fundamentals.
4. Maintains appropriate licensure and/or certifications.
5. Incorporates ethical standards of practice as the basis of all interactions with employees, the public, organizations, community partners, and Board of Health.

Education and Experience:

This position must meet the qualifications specified by the Michigan Public Health Code, Section R.325.13003, Rule 3, and must be approved by the Michigan Department of Health and Human Services as required by Michigan Public Health Code PA368 of 1978.



An Administrative Health Officer shall comply with one of the following requirements:

1. Have an MPH or MSPH degree and 3 years of full-time public health administrative experience,
2. Have a related graduate degree and 5 years of full-time public health administrative experience,
3. Have a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

Preferred Knowledge and Experience:

Demonstrated ability to write requests for grant proposals and develop and execute budget construction and administration. Must exhibit excellent verbal and written communication skills, interpersonal and human relation skills, and contract administration principles and practices.

Salary:

Starting at \$48.26/hour or \$94,107 per year for a probationary period of 6 months. Upon completion of a successful probation period, will increase by 3% to \$49.70/hour or \$96,930 per year.

Submit resume and cover letter if interested to Lloyd Peltier at lpeltier@dhd4.org. This posting will remain open until filled.

District Health Department No. 4
100 Woods Circle, Suite 200
Alpena, MI 49707

District Health Department No. 4 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, gender, national origin, age, or marital status.